

POLICY

A leave of absence (LOA) for a youth may occur due to a court order, the need for medical treatment, as part of a restorative justice plan or in preparation for release.

PURPOSE

This policy ensures public safety and promotes reintegration of youths preparing to leave secure facilities.

Social Welfare Act, MCL 400.115a(1)(l)

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

**LEAVE OF
ABSENCE
PROCEDURE**

Each facility must develop and implement standard operating procedures (SOPs) relative to a leave of absence. At a minimum, SOPs must contain the following requirements:

Leave Criteria

Youths in secure programs may not leave the facility except for medical treatment, court appearances or other good cause approved in writing by the facility director or designee.

Excluding court-ordered or medical leaves of absence, a LOA may be to a residence of family members or to a structured aftercare placement setting.

Factors considered by the treatment team in recommending a LOA include:

- Recent risk reassessment score.
- Stability of the youth with respect to volatile issues relating to the treatment program.

- Evaluation of the youth's appropriate and active participation in treatment and progress toward established goals.
- Youth's written safety/relapse prevention plan.
- Assessment of the need for tracking or other approved monitoring method during the LOA including specific contact check-in dates, times and requirements.

**Written
Agreement and
Required
Notices**

Requires a written LOA agreement including:

- Terms and objectives of LOA.
- Method for obtaining feedback from the community regarding youth's behavior during LOA.

The facility director or designee must provide written notice of the proposed LOA at least two (2) weeks prior to the LOA to the:

- Court of jurisdiction.
- Youth's JJS, CMO case worker or probation officer.
- Crime victim, when the victim requests notice.

The written notice must contain:

- The youth's name.
- Identifying case numbers.
- Date(s) of the anticipated visit.
- Location of the visit.
- Reason for the visit.
- A contact telephone number for the individual to call with any questions.

**Multiple Planned
Visits**

Facilities which regularly use an LOA as a part of a standard treatment modality may apply one LOA plan to multiple planned visits provided that all the above listed parties received notification prior to the first LOA.

Checklist

A facility adopted LOA checklist must be completed.

The checklist and proposed LOA agreement must be sent to the JJS, CMO worker or probation officer.

The JJS, CMO worker or probation officer must confirm that the court and victims have received notice, obtain the home/community contact signature on the LOA agreement; and return the completed materials to the designated staff person at the facility.

The LOA checklist and LOA agreement must be approved by the facility director or designee.

**Law
Enforcement
Notice**

Law enforcement must be notified within one (1) hour of an unauthorized absence. This includes a youth on an unsupervised activity or approved LOA who fails to return to the facility at a set time.

AUTHORITY

Crime Victims Rights Act, MCL 780.751 et seq.